

ACCA

DAY-TO-DAY PROGRAMME

**PART-TIME
JULY – DECEMBER 2018**

NORMAL AND BLOCK-RELEASE COURSES

TUTORING TEAM

LECTURER

FUNDAMENTALS

SKILLS MODULE

F4	Corporate and Business Law	Georgia Andreou Stavrinopoulou
F5	Performance Management	Phanos Iacovou
F6	Taxation	Marios Mili
F7	Financial Reporting	Antonis Zenieri
F8	Audit and Assurance	Nearchos Ioannou
F9	Financial Management	Phanos Iacovou

PROFESSIONAL

ESSENTIALS MODULE

SBL (ex P1&P3)	Strategic Business Leader	Militsa Drakou
SBR (ex P2)	Strategic Business Reporting	Kieran Maguire

OPTIONS MODULE

P6	Advanced Taxation	Michalis Koutsoftas
P7	Advanced Audit and Assurance	Nearchos Ioannou

LECTURE HOURS

Normal courses

Monday to Friday	Single lecture	18:00-21:00
	Double lecture	08:30-14:30 or 15:00-21:00
Saturday/Sunday	Single lecture	09:00-12:00
	Double lecture	08:30-14:30

Block release courses

ALL PAPERS EXCEPT SBR: 08:30-14:45

SBR

	TEACHING PHASES	REVISION PHASE
Saturday - Sunday	08:30-16:30	08:30-16:30
Other days	18:00-21:00	15:00-21:00
Online courses	18:30-21:30 CYPRUS Time	N/A

Tutors' profiles

Kieran Maguire, ACA

- Senior teacher in accountancy and finance at the University of Liverpool Business School
- Examination marker for ACCA P2
- ICAEW Financial Reporting (FR) Examiner (2007 - to date)
- ICAEW Business Management (BM) examiner (2004-2006)
- External examiner, Southampton Business School & P.A. College
- Lots of experience in teaching ACCA, CIMA, etc. students with ATC and FTC Kaplan
- Writer of ICAEW and ACCA study material
- Expert in teaching Financial Reporting (F3, F7, P2)
- 25 years of experience in teaching ACCA
- His approach to teaching was described as “inspirational and innovative”
- Winner: Most inspiring lecturer MMU Business School 2007
- Winner: Best overall lecturer Manchester Metropolitan University 2009
- Winner: Best UK Public Sector Finance Lecturer 2011
- The best lecturer who has ever taught P2 in Cyprus according to students

Phanos Iacovou, ACMA

- Former senior lecturer at Cyprus College – School of Professional Studies with lots of experience in teaching ICAEW, ACCA, CAT both in Cyprus and abroad (Russia, Malta, Greece, Romania, Slovakia)
- Well known and respected by his students for the effort he puts in order to help the students to succeed in their exams
- Expert in teaching Management Accounting and Finance (F2, F5, F9, P4)
- 23 years of experience in teaching ACCA
- Considered an authority on his subjects

Nearchos Ioannou, FCCA, CFE, BSc (Hons), MSc U.K.

- A Fellow Chartered Certified Accountant with lots of experience in the audit profession, and a Certified Fraud Examiner
- Currently, Audit Director of Exertus Services Limited
- Formerly an Assistant Manager and a Lead learning facilitator at Deloitte
- Certified Trainer with HRDA
- Co-Author of Dr Wells' (President of the Association of Certified Fraud Examiners) Casebook on Financial Statement Fraud
- Lots of experience in teaching Accounting and coaching university students, dissertation support
- 1st ACCA Finalist in Cyprus in the December 2003 examination diet
- Expert in teaching Auditing and Corporate Governance (F8, P1, P7)
- 15 years of experience in teaching ACCA and other accounting related courses

Antonis Zenieri, ACA, BSc

- A Chartered Accountant with lots of experience in preparing and reviewing financial statements prepared under IFRSs, especially in the financial services industry
- Currently, Limassol Regional Manager, Arrears Management and Restructurings Division, Altamira Asset Management Cyprus
- Formerly, Manager Debt Recovery Division, Chief Financial Officer, Head of Risk Management and Compliance, and Head of Internal Audit at a Banking Institution
- Used to be a Manager at Ernst & Young Cyprus Limited
- Lots of experience in teaching Financial Reporting to other professionals and college students
- Expert in teaching Financial Reporting (F7)
- 7 years of experience in teaching ACCA

Militsa Drakou, BSc (Hons) Economics, MBA

- A Management Consultant with long experience in business analysis and in business strategy in large corporate/multinational companies
- Currently, a Management Consultant in a Consultancy and Advisory Services Company, advising on investment appraisal, company/investment valuations, formulation of business development plans, strategic management, marketing management and corporate finance
- Over 25 years of managerial experience in corporate banking with cdbbank (Cyprus Development Bank Ltd), involved in the assessment of business plans, credit risk and corporate finance
- Lectured on marketing related issues of investment appraisal at the Mediterranean Institute of Marketing (MIM) and several international forums
- Brand Manager at Procter and Gamble International (P&G) in Athens, the leading multinational corporation in the area of FMCG marketing and promotion
- MBA from Anderson School of Management, University of California at Los Angeles (UCLA)
- BSc (Honours) Degree in Economics from the London School of Economics and Political Science (LSE), London
- Expert in Business Analysis & Strategy (P3)
- 3 years of experience in teaching ACCA

Marios Mili, ACCA, BSc (Econ.)

- A Certified Chartered Accountant with lots of experience in preparing and reviewing financial statements prepared under IFRSs
- Experience in the administrative, financial and risk management operations, including the development of financial and operational strategies and the monitoring of control systems designed to preserve companies' assets and report accurate financial results
- Currently, Director at InterTaxAudit Auditors & Consultants Ltd
- Formerly, Chief Financial Officer at Christodoulos G. Vassiliades & Co. LLC
- Used to be an Audit Senior at KPMG Limited
- Lots of experience in mentoring and guiding young professionals in the accounting, audit and tax profession
- Expert in teaching Taxation (F6)

Michalis Koutsoftas, ACCA

- Michalis holds an Advanced Diploma in Accounting and Business and is a qualified Chartered Certified Accountant
- He is currently working towards achieving his professional qualification as an International Tax Consultant with the Chartered Institute of Taxation (CIOT)
- During his 17-years long working experience, he has served as an auditor and professional consultant for a number of audit firms and as a high ranking financial officer in the industry
- He currently holds an office as the Chief Financial Officer of a Public Non-Listed Company in Cyprus. He is also appointed as a member of the Investment Committee of an Alternative Investment Fund
- During the course of his career, he has been involved with a large number of business consultation projects, including the provision of professional advice to start-up businesses, and the restructuring and business processes re-engineering of well-established corporations. He has also been heavily involved with the audit practice and participated in tax consultation projects for large corporations in Cyprus

Georgia Andreou Stavrinopoulou, Advocate, LLB (Hons), LLM Master Degree

- A Practising Advocate in Cyprus, with experience in Insurance law along with litigation in Criminal and Commercial Law
- Currently, working at Yiannis Polychronis Law Firm
- Member of the Cyprus Bar Association
- LLM Master Degree in Maritime Law from City University of London
- LLB from Nottingham University, including modules in Contract Law and Company Law
- Former Delegate at Mediterranean Model United Nations - involves and teaches research, public speaking, debating, and writing skills, in addition to critical thinking, teamwork, and leadership abilities.

OTHER INFORMATION

ACCA Advisors

Phanos Iacovou

Tel. 24 021521

E-mail: p.iacovou@faculty.pacollege.ac.cy

P.A. College website: www.pacollege.ac.cy

How to contact your tutor

If you would like to meet your tutor outside class you can:

1. Arrange an appointment with him/her during class hours or
2. Inform the Department of Professional Studies that you would like an appointment with the tutor and an arrangement will be made so as the tutor will contact you to arrange the meeting.

Complaints

Complaint Policy

1. For any complaint, students must fill in the Complaint Form which is available at the reception office.
2. Once they fill in the Complaint Form, they must hand it to the reception officer who will forward it to the Head of Professional Studies.
3. The Head of Professional Studies will discuss the complaint with the Director and will provide an answer to the student within two weeks of the receipt of the Complaint Form.
4. If the student is not happy with the answer provided, he/she can appeal in writing to the Board of Directors who will make the final decision.

For any complaints regarding the ACCA courses please fill in the complaints form (which is available at the reception).

ACCA website

<http://www.accaglobal.com>

ACCA study resources and guidance for students

<http://www.accaglobal.com/uk/en/student/acca-qual-student-journey/study-revision/study-tips.html>

<http://www.accaglobal.com/uk/en/student/acca-qual-student-journey/qual-resource/acca-qualification.html>

ACCA Exemptions

ACCA offers exemptions to students who have studied relevant accountancy qualifications prior to starting ACCA's accountancy qualifications.

Should I claim my exemptions?

Exemptions stop you from having to study the same topics that you have already been taught.

However, if you are thinking of claiming an ACCA exemption based on qualifications you gained years ago or if you have been working in a field other than accountancy for some time, you may need to take the exam.

Studying for the exam will allow you to refresh your knowledge and will ensure you are sufficiently prepared for the higher level papers, which go into topics in greater depth.

How to claim exemptions

- You must send official proof of any qualifications, such as academic transcripts or award certificates, along with your registration form.
- Online print outs of academic transcripts are not acceptable. Only copies of official documentation, signed and stamped by the awarding body, can be accepted.
- Any documents not in English must be officially translated.

For more information, visit: <http://www.accaglobal.com/gb/en/qualifications/apply-now/exemptions.html>

ACCA PER guidance and resources

All ACCA students are required to complete their exams, take the Professional Ethics module and complete the PER (Practical Experience Requirement) before they can become an ACCA member.

Students can gain their practical experience before, during or after they complete their exams. The PER provides a structure for them to follow by setting a range of performance objectives. The performance objectives ensure they gain the experience to demonstrate that they have the abilities required to become a member.

The performance objectives are closely linked to the exam syllabus and we recommend that students co-ordinate their study and practical experience achievement to gain the most from both.

For more information, visit: <http://www.accaglobal.com/gb/en/learning-provider/resources-tuition/per-guidance-resources.html>

Ethics Module

- Students are required to complete the Professional Ethics module as part of their ethical development. The module gives students exposure to a range of ethical perspectives and includes several self-tests which require them to reflect on their own ethical behaviour.
- Students are given access to the Professional Ethics module when they become eligible to take Paper P1, *Governance, Risk and Ethics*.
- It is recommended that students take the Professional Ethics module at the same time as, or before attempting Paper P1.
- Although students can take the module at their own convenience, it must be completed before they apply for ACCA membership.

For more information, visit: <http://www.accaglobal.com/gb/en/help/faq-ethics.html>

Exam Progression rules

There are four exam cycles a year.

Students will still be allowed to take a maximum of 4 exams during each exam cycle across a maximum of 8 distinct exams over the course of a calendar year.

EXAM CYCLES

The exam cycles are:

- **March session:** 1 Jan - 31 March
- **June session:** 1 April - 30 Jun
- **September session:** 1 July - 30 September
- **December session:** 1 Oct - 31 December

Papers must be taken in line with the following module order, however you can attempt the papers within each module in any order:

- **Knowledge (F1-F3)** – available by computer-based exam (CBE) or paper-based format in selected markets
- **Skills (F4-F9)** – all available by paper-based format with F4 English and F4 Global also available by CBE
- **Professional (Essentials P1-P3 and Options P4-P7)** – available by paper-based format

If your status allows you to enter for papers across modules, please remember that you must complete the papers in order and enter for outstanding papers in your current module if you wish to enter to sit papers in the next module.

Examination enquiries

For enquiries relating to examination sessions, examination results and registrations for examinations.

Tel: +44 (0)141 582 2000

Fax: +44 (0)141 582 2222

email: students@accaglobal.com

Europe

Students wishing to study in Europe please contact [ACCA Connect](#).

General enquires: info@accaglobal.com

Student enquires: students@accaglobal.com

Tel: +44 (0)141 582 2000

Fax: +44 (0)141 582 2222

ICPAC

Cyprus - The Institute of Certified Public Accountants of Cyprus

Tel: +357 22 870 030

Fax: +357 22 766 360

email: info@icpac.org.cy